

Paper Conservation Tips

In Fiscal Year 2006, GSFC spent over \$280,000 to purchase more than 11,000 boxes of paper (over 56 *million* sheets of paper) for office use. Reducing the amount of paper you use each day saves money, prevents pollution, and conserves natural resources, such as raw materials and energy.

There are many actions you can take to minimize your paper consumption:

1. Edit your documents on screen as much as possible before you hit the print button
2. Change the font size of the text on screen temporarily to a larger setting to give your eyes a break and view the document from a different perspective. A new view will help you catch errors you might have missed otherwise.
3. Print only the passage you need. For Websites, select “File – Print Preview” to see how many pages will print. Sometimes, the last page has only the Web address on it. You can eliminate that last page by changing the number of pages that will print.
4. Print two reduced-size pages on one sheet of paper. Select “File-Print” and change “Pages Per Sheet” to “2 pages.”
5. If you print single-sided, reuse the paper, and print drafts on the clean side
6. If you notice errors on a document after you have printed it, re-print only the corrected pages, rather than the whole document
7. Print Power Point slides as handouts with two or more slides per page. Think whether you even need to take copies of your presentation to the meeting. Consider handing out a single-page point paper instead or offer to e-mail the presentation to people instead of providing hard copies.
8. Always use duplex capabilities for copying and do not make more copies than you need
9. Don’t use a cover sheet for faxes. Instead use a post-it fax note or write the recipient’s name directly on the first page. Also, try to eliminate automatic printing of fax confirmation sheets.
10. Consider electronic distribution of memos, bulletins, and other documents. Dateline, the GSFC Intranet, e-mail, and your organization’s Website are excellent vehicles for information distribution.

After you are finished with your paper, put it in the recycle bin. Put regular white office paper into the bins marked “White Paper,” and put colored or glossy paper into the “Mixed Paper” bin.

One simple action you can take is to learn how to enable duplex printing capabilities and print double-sided whenever possible.

If you have an ODIN printer, you can call ODIN support at 6-3100 to learn how to turn on your printer’s duplex printing capabilities. If your printer is already enabled for duplex printing, follow the general instructions below or call ODIN to learn how to change your computer settings to default to duplex printing.

1. Click on **Start**, **Printers and Faxes** on the Menu Bar

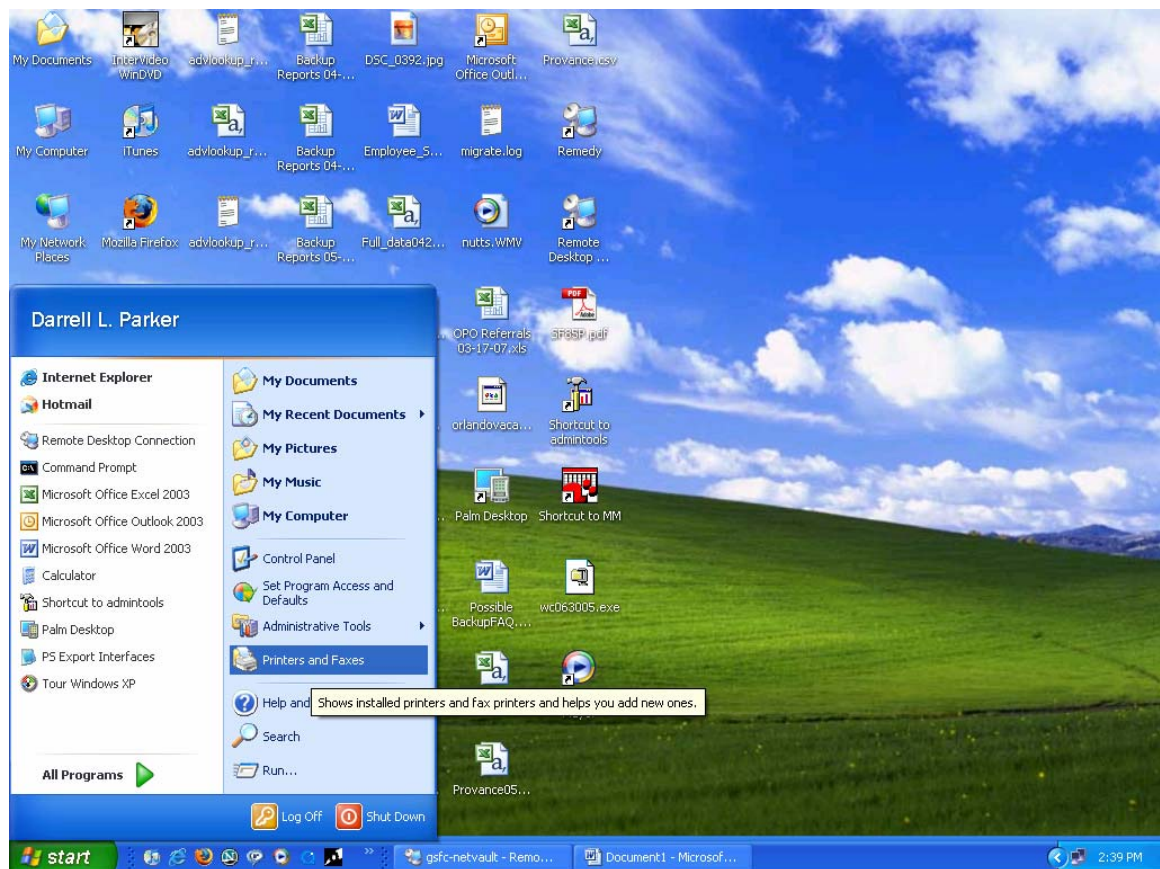


Figure 1

2. Select the appropriate duplex capable printer, right click, then select **Properties**

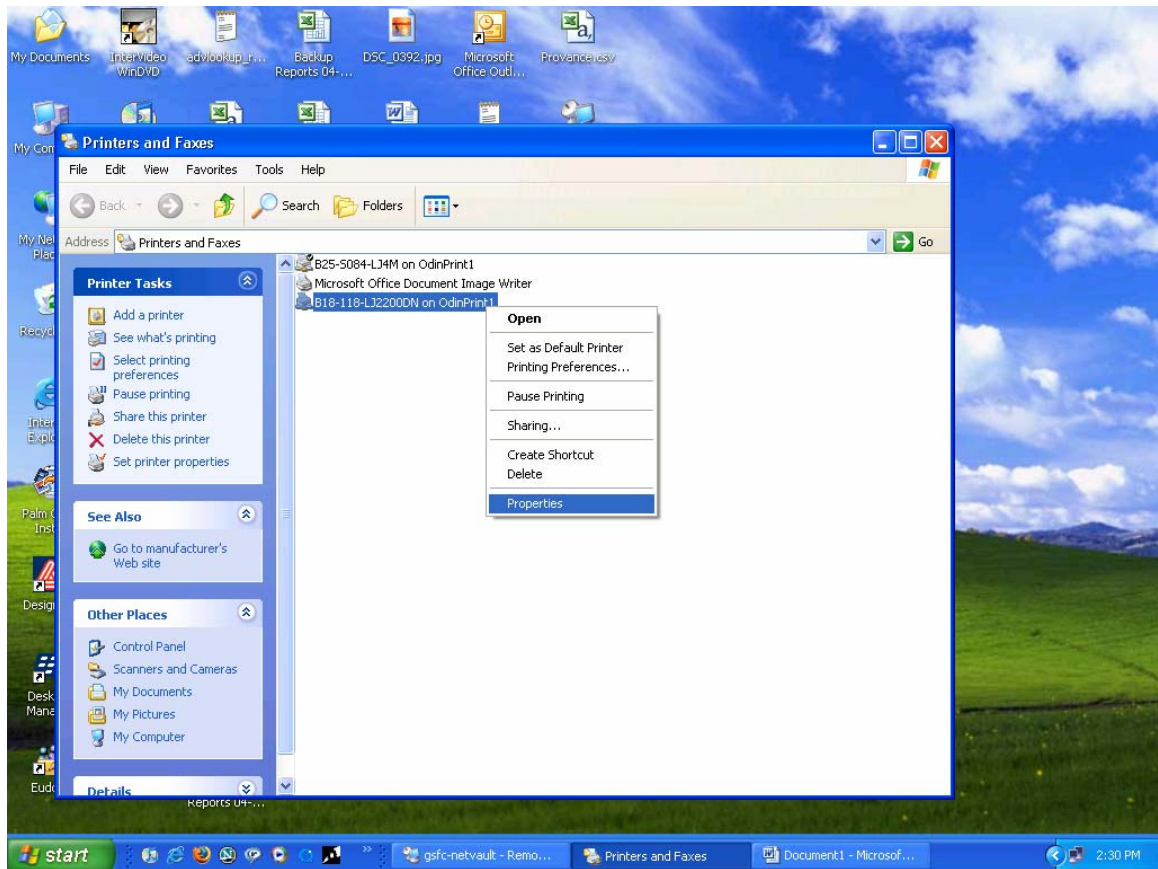


Figure 2

3. On the **General** tab, click on the **Printing Preferences** button

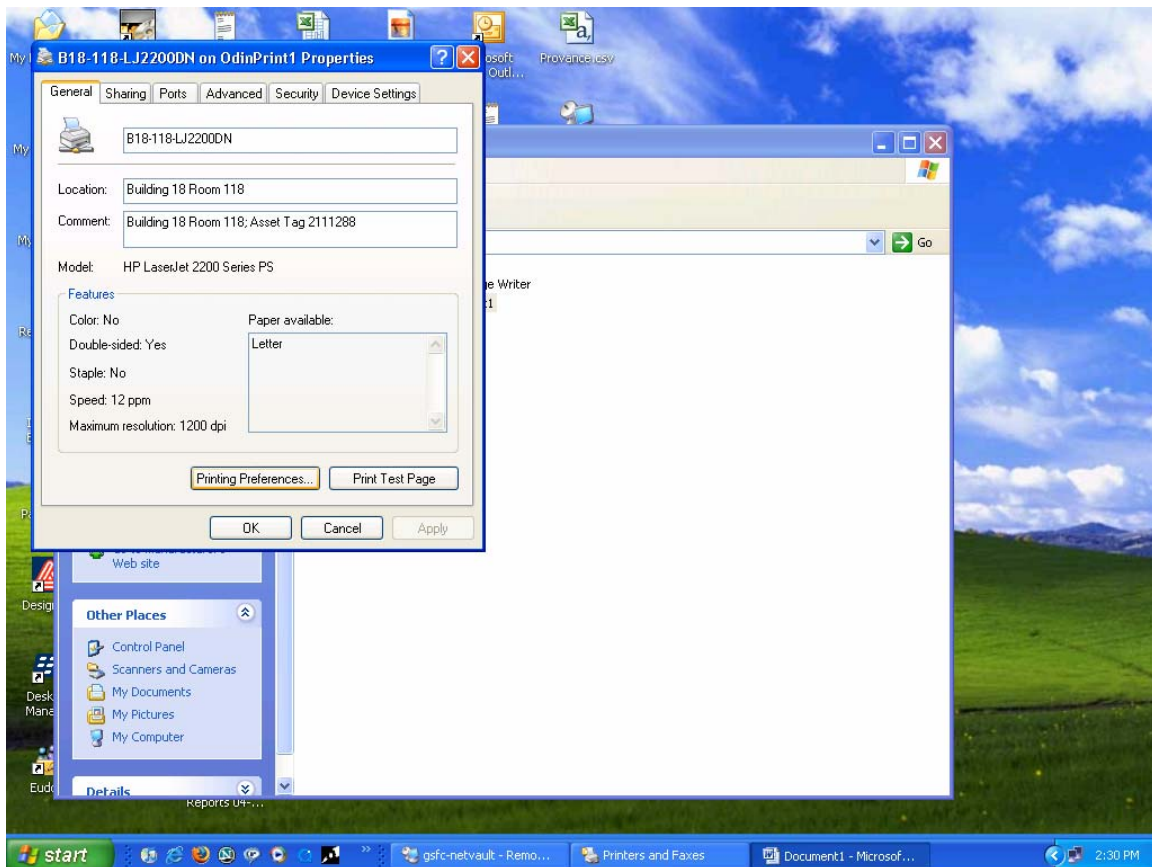


Figure 3

4. On the **Layout Tab**, select the option of duplexing from the **Print on Both Sides** option. Click the **Apply**, then **OK** buttons when complete.

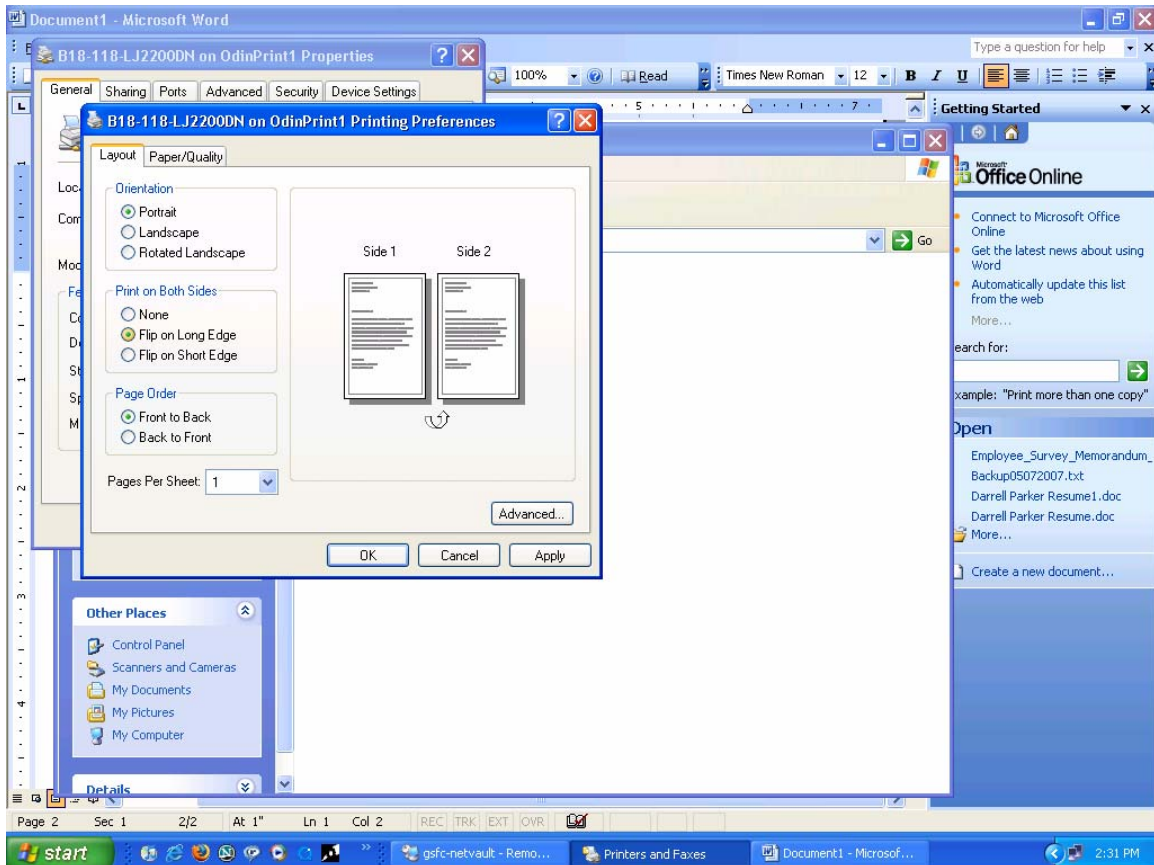


Figure 4

NOTE: The duplex settings for this printer for the individual user will be valid when printing from all applications until the Print on Both Sides option is reset to None.